



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 727.5

Job Title: **NUTRITIONIST CONSULTANT**

Pay Grade: 19

GENERAL SUMMARY:

Plans, analyzes and monitors the delivery of health nutrition services for the Health Department and within the community.

RESPONSIBILITIES:

- Audits ongoing nutrition health services and educational activities to ensure compliance and effectiveness.
- Evaluates, develops and selects all nutritional health care audiovisuals, and literature and other materials.
- Prepares, implements and coordinates annual nutrition education plan.
- Provides orientation and training for new employees; plans and coordinates staff in-service training and educational sessions.
- Assigns, advises and counsels staff nutritionists.
- Provides back-up education and consulting support to staff members.
- Acts as a community liaison on health and nutrition services and issues.
- Monitors quality assurance standards and analyzes data.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's of Science degree in Nutrition or Dietetics; and the successful completion of an internship which meets the approval of the A.D.A. Must have a valid Texas driver's license and comply with the City of Houston's policy on driving.

License: Registration with the American Dietetic Association (RD) is preferred. Depending on assignment may require both registration (RD) and State of Texas licensure (LD), if working in areas involving Medicare/Medicaid reimbursement.

EXPERIENCE:

Four years of experience as a nutritionist, dietician, teacher, or home demonstration agent (county agent) are required. An additional one year of experience may be substituted for the above indicated internship requirement. A Master's degree in Dietetics or Nutrition may be substituted for two years of the experience requirement.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Nutritionist
Senior Nutritionist
Nutritionist Consultant
Nutrition Services Chief

Effective: October 1990

Revised: March 1997